

PRESIDENT'S CABINET MEETING

May 9, 2017

MINUTES

CALLED TO ORDER

9:06 am on 05/09/2017

ADJOURNED

11:00am on 05/09/2017

MEMBERS PRESENT

Bob Austin, Tamara Clunis, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Chris Hays, Steve Smith, Mark White

MEMBERS ABSENT

N/A

OTHERS PRESENT

Kevin Ball, Joy Brenneman, Frank Sobey, and Kelsey Shelton

DISCUSSION:

1. AC ORG CHART	Kelsey Shelton
A correct and updated organizational chart will be important as Cornerstone is implemented. Lyndy Forrester introduced Kelsey Shelton, Assistant for Employee and Organizational Development, who has worked with IT to provide org charts to each Cabinet member. She asked them to review these and make corrections. She will provide them electronically to the cabinet members. She noted that orange indicates the school, blue is the division, and green is the department. Yellow needs a name. The deadline to return these is Friday, May 12 th .	
ACTION ITEMS Cabinet members will send corrections to Kelsey.	Cabinet
2. COUNCILS AND COMMITTEES	Clunis
Dr. Tamara Clunis just received the committee recommendations from Faculty Senate and will bring this for review at the next Cabinet meeting.	
ACTION ITEMS Place on next Cabinet agenda	Brenneman
3. TEXTBOOK/COURSE MATERIALS POLICY	Sobey
Frank Sobey's research found that Dr. Vess had tasked the textbook policy committee to revisit this policy and make changes and/or recommendations. Recommendations from 2014, including recommendations from Mr. White, AC's legal counsel at that time, never made it to Cabinet. Mr. Sobey is bringing that policy today. A major addition to the policy is number 7 which addresses use of faculty written material. It was noted that there was a discrepancy between the first paragraph and criteria number 7. The Faculty Handbook instructs faculty not to recommend that students circumvent the bookstore when purchasing textbooks. Dr. Clunis invited Mr. Smith to the Fall faculty meeting to explain the importance of the bookstore and the role it plays in providing employee tuition scholarships.	
ACTION ITEMS White and Sobey will rework the policy, take it back to Senate, and then bring back to Cabinet.	White Sobey

4. BUILDING NAMES	Lowery-Hart
<p>In a meeting with the onboarding committee, Dr. Russell Lowery-Hart received some good feedback and ideas on signage. Building names don't represent what is happening inside the buildings on campus. Signage doesn't say to a student "start here." Cabinet discussed ways to add additional information to the signs already in place that could list what is in the buildings. Everything needs to be simplified and clarified. Students are confused with the names of the Student Service Center and Ware Student Commons. Cabinet discussed the possibility of changing the name of the Student Service Center to focus on the key activities that take place there. Other discussion included ways to make the building stand out. The Blue Blazers will be moving under Recruiting Services and will be available to help at the Ware Student Commons welcome desk.</p> <p>Interior signage has not been addressed in buildings. The numbering conventions in the L-shaped buildings are confusing. Bob Austin suggested bringing back the original wayfinding company whose original proposal included interior signage as a phase two. Kevin Ball, Tamara Clunis, and Bob Austin will contact the wayfinding company and have a discussion with them. Steve Smith will locate the contract with them.</p> <p>Campus carry signage is still in process.</p>	
<p>ACTION ITEMS Ball will follow through with finding out the cost of adding on to the signage and will call meeting with Clunis, Becky Burton, Buster Bonjour, Austin, White, and Lowery-Hart to discuss the welcome center.</p>	Ball
5. LEADERCAST	Lowery-Hart
<p>Lowery-Hart asked for feedback and takeaways from Leadercast. Forrester and Smith attended as did the PLI's.</p> <p>Forrester thought the speakers were very good and commented that one of them said that a person must be willing to do something he or she is not qualified to do and needs to confidence in oneself to try new things and think outside the box.</p> <p>Smith took his supervisors and then had lunch with them before coming back to campus for the PLI meeting. The speakers were inspiring, and it was good to learn that the Business Office staff want to know what is going on at the college. It was nice to get away and be reminded of the things they should be doing.</p> <p>While last year's speakers were inspiring, Lowery-Hart felt this year was about purpose. Each speaker left the listener with something you could take action on. Andy Stanley said that you can't have purpose without service, to look at what breaks your heart, and surround yourself with "on-purpose" people. Henry Cloud encouraged supervisors to remove the phrase "you need" from their discussions with staff. Accountability is proactive, not reactive and can't be bad or fearful. A leader's job is to provide a clear expectation up front and provide people with a clear view of reality. Donald Miller discussed reframing the message. If it's not simple, you've already lost. Everything, from recruiting our students to getting them into the workforce, must be simple. If there are more than three steps to an answer, people become over-whelmed. Our website should be clear on a call to action, make the obvious, obvious, give the student a picture of their request, and tell their story, not ours. Daniel Pink talked about purpose and motivation. He referred to a study on customer satisfaction with food in a restaurant. When both cook and customer could see each other, satisfaction on both sides increased. Those not directly on the front lines of serving students need ways in which to connect to our students. When everyone agrees on the why, the how becomes easier.</p>	
<p>ACTION ITEMS Provide opportunities for Collin Witherspoon to share data which explains the why.</p>	

6. GOALS RETREAT	Lowery-Hart
Lowery-Hart has been meeting with each cabinet member. A goals retreat will be held in June where Cabinet can share their individual goals and discuss ways to support each other.	
ACTION ITEMS Schedule retreat.	Brenneman
7. ST. PETERSBURG COLLEGE	Lowery-Hart
On June 5-6, Lowery-Hart, Austin, and Clunis will be taking a team to St. Petersburg College in Florida to check out their onboarding process. They map all contacts with students from the first minute and have a robust student life program. Tonjua Williams, who will lead this visit, is a finalist for the college's presidency.	
ACTION ITEMS None	
8. SUPERHEROES	Lowery-Hart
Lowery-Hart requested suggestions.	
ACTION ITEMS Cabinet to send Lowery-Hart their names.	
9. BOARD OF REGENTS ORIENTATION	Lowery-Hart
A Board Orientation for newly elected regent Sally Jennings will be held on May 18 th .	
ACTION ITEMS Cara Crowley, Brenneman, and Lowery-Hart will let cabinet know when they need to be there.	Cabinet
10. ENROLLMENT UPDATE	Austin
With 13 days remaining, summer enrollment is up 6.6%, up 2.4% in contact hours, and 2.1% in credit hours. Fall enrollment is up .5%. Contact hours are down, but nursing students have not yet enrolled. Credit hours are up.	
ACTION ITEMS n/a	
11. BRAGGING ON EMPLOYEES	Cabinet
Austin – Kay Taylor and her role on the cooking team. She does all the shopping and menu planning. The picnic was a huge hit. Lowery-Hart will email her and include all of the Fun Team members. Smith – Carolyn Leslie and her role in keeping up with all the deadlines and filings for the election – White Lowery-Hart – Jay and Michele for running positive and successful campaigns – Crowley Sobey – Smith, Ball, and Kyle Arrant for making May the 4 th be with you a fun day	
ACTION ITEMS Those noted above will email these employees	Cabinet
12. COMMUNICATION POINTS	Forrester

ACTION ITEMS	
Lyndy Forrester will send email.	Forrester
13. POSITION JUSTIFICATIONS	
None	
ACTION ITEMS	

Other Comments and Action Items –

Lowery-Hart provided each member of Cabinet a copy of *Paying the Price* by Sara Goldrick-Rab. This book is about access and education and financial support for students in poverty. Ms. Goldrick-Rab has a TG grant and will be here in September and November to codify our practices and use AC as an example of best practices. PPBS will think through doing something with her while she is here. Her inclusion will make AC a national story.